

**IDAHO BOARD OF EXAMINERS OF NURSING HOME ADMINISTRATORS**  
**Bureau of Occupational Licenses**  
700 West State Street, P.O. Box 83720  
Boise, ID 83720-0063

**Conference Call Minutes of 12/14/2017**

**BOARD MEMBERS PRESENT:** Joshua R Thompson - Chair  
Mary Leonard  
Zendy F Meharry

**BOARD MEMBERS ABSENT:** John H Williams  
Cathy Hart

**BUREAU STAFF:** Tana Cory, Bureau Chief  
Dawn Hall, Deputy Bureau Chief  
Julie Eavenson, Administrative Support Manager  
Maurie Ellsworth, General Counsel  
Kellie LaBonte, Technical Records Specialist II

The meeting was called to order at 9:04 AM MST by Joshua R Thompson.

**INTRODUCTION OF NEW BOARD MEMBER**

The Board welcomed new Board member Ms. Leonard and thanked her for her willingness to serve on the Board. Other members of the Board introduced themselves.

**EXECUTIVE ORDER**

Ms. Cory introduced new Bureau staff, Ms. Julie Eavenson, as Administrative Support manager. Ms. Cory stated that Ms. Eavenson will work with the designated Board Member and Technical Records Specialist to meet the Executive Order deadline.

Mr. Thompson stated that a meeting was held in Eastern Idaho for legislators and Board Members to discuss various topics regarding licensure. Mr. Thompson said that four legislators and multiple members of various Boards attended and participated in discussions. Licensure processes and budgets were discussed. Mr. Thompson said Nursing Home Administrator specific topics were also discussed: the Health Services Executive (HSE) credential and Administrator-In-Training requirements. Ms. Cory mentioned that she received feedback from legislators that have attended these meetings stating that the meetings are very informative and beneficial in understanding how Boards operate.

Mr. Ellsworth stated that the Idaho Legislature has an Interim Committee that has been studying the use of Hearing Officers and is also looking at the Idaho Administrative Procedures Act. Draft legislation was presented at the Interim Committee's last meeting that would make substantial changes to Idaho Administrative Procedures Act and the way contested cases are handled. The Bureau submitted a letter to the Committee seeking clarification concerning some of the proposed changes prior to the Committee's meeting on October 2, 2017. As the Bureau receives additional information, it will be provided to the Board.

## **CORRESPONDENCE**

The Board discussed an email from Mr. Jason Jensen regarding the time frame between completing the Administrator-In-Training program and applying for licensure by examination. It is found that there is not a time frame stated in the Board's law or rule.

Ms. Leonard made a motion for Ms. LaBonte to draft a response with the assistance of Mr. Ellsworth; upon approval from the Board Chair the response will be sent. It was seconded by Ms. Meharry. Motion carried.

## **EXECUTIVE SESSION**

Ms. Meharry made a motion that the Board go into executive session under Idaho Code § 74-206(1)(d) to consider records that are exempt from disclosure under the Idaho Public Records Law. The purpose of the Executive Session was to consider license application materials. It was seconded by Ms. Leonard. The vote was: Mr. Thompson, aye; Ms. Leonard, aye; and Ms. Meharry. Motion carried.

Ms. Meharry made a motion to come out of executive session. It was seconded by Ms. Leonard. The vote was: Mr. Thompson, aye; Ms. Leonard, aye; and Ms. Meharry. Motion carried.

## **CONTINUING EDUCATION**

Ms. Meharry made a motion to accept the continuing education documents for reinstatement for a licensee. It was seconded by Ms. Leonard. Motion carried.

Ms. Meharry made a motion to inform a licensee that additional 30 minutes of continuing education is required to meet the continuing education requirement; and has 90 days to submit the documentation for review by the Board Chair. It was seconded by Ms. Leonard. Motion carried.

## **APPLICATIONS**

Ms. Meharry made a motion to approve the exam applications for Samira Husic, Casey Kemmerer, and Kathryn Renee Hinson. It was seconded by Ms. Leonard. Motion carried.

Ms. Meharry made a motion to approve the final quarterly report for Kathryn Renee Hinson. It was seconded by Ms. Leonard. Motion carried.

Ms. Meharry made a motion for Ms. LaBonte to respond to the letter dated 12/6/2017 from Ms. Hinson. Ms. Hinson may apply for Nursing Home Administrator Designee; if an application for designee, fees and other required documentation are received, the Board Chair may review and approve an 8 week designee status if the requirements are met. It was seconded by Ms. Leonard. Motion carried.

### **NEXT MEETING**

The next face to face Board meeting is scheduled for Thursday, January 11, 2018 at 9:00 AM.

### **ADJOURNMENT**

Ms. Leonard made a motion to adjourn the meeting at 10:06 AM. It was seconded by Ms. Meharry. Motion carried.

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Joshua R Thompson, Chair

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John H Williams

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Cathy Hart

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Nancy M Kerr

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Zendi F Meharry

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Tana Cory, Bureau Chief